
TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the **Microfilm Operator I** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. ALPHABETIZING**(8 Questions)**

Employees in this job must be able to review records and documents and determine the proper alphabetic order in which these materials are to be filed. Test question topics include:

- Determining where a particular name should be filed within a group of similar names.

II. NUMERIC FILING**(11 Questions)**

Employees in this job must be able to review records and documents and determine the proper numeric order in which these materials are to be filed. Test question topics include:

- Placing numbers in order from lowest to highest;
- Placing letter/number combinations in order from lowest to highest.

III. NAME & NUMBER CHECKING**(6 Questions)**

Employees in this job must be able to compare sets of figures to find and reconcile discrepancies and verify data when working with various records and documents. This section of the exam tests this skill by giving you sets of numeric data (e.g., random numbers; social security numbers) to compare in order to identify discrepancies.

IV. FOLLOWING INSTRUCTIONS**(25 Questions)**

Employees in this job often receive written instructions to accomplish various tasks. This section is designed to test your ability to read written instructions and correctly answer questions related to each set of instructions. Written instruction passages include:

- Directions to a particular location;
- Instructions for reporting to a new job;
- Following instructions regarding detailed information.